ACHIEVEMENT IN MONTANA

Quick Reference Guide

AIM OVERVIEW

GETTING STARTED

Open the OPI Web site at www.opi.mt.gov.

Locate the AIM Web page or enter http://www.opi.mt.gov/ITProjects/AIM.html.
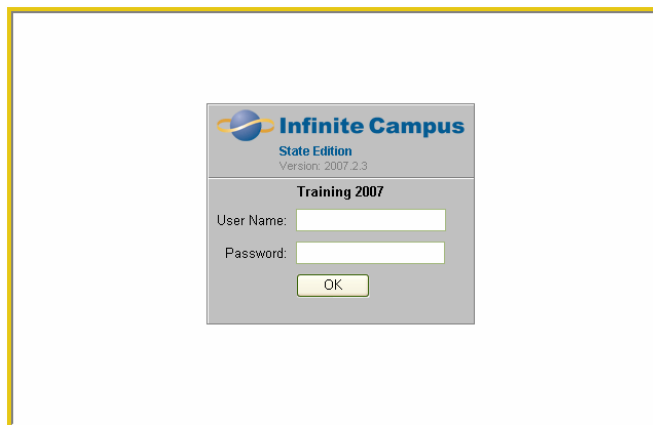
Click on the **AIM Login** button.

Enter *User Name* and *Password*.

Password information is mailed only to the Authorized Representative at each school.

To report a lost or stolen password please call the OPI Help Desk at (406) 444-3448.
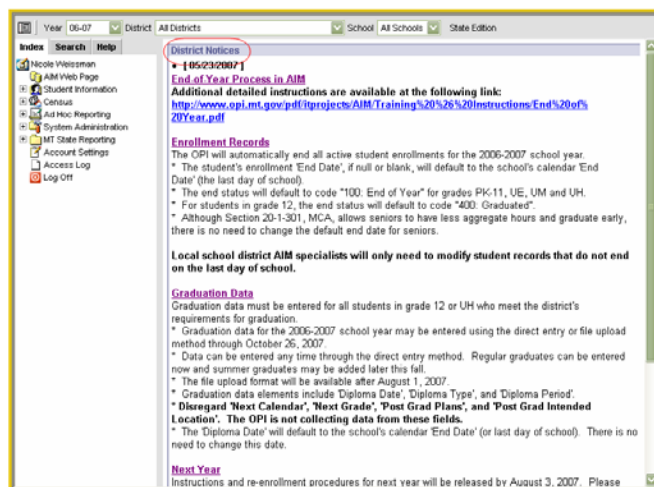
See Quick Reference Guide: AIM Passwords

Review the **District Notices**.

District Notices contain important information from OPI regarding data collections and important updates about Infinite Campus software.

These notices are updated on a regular basis.

CONFIGURING CALENDARS

Calendars must be configured for each school before enrolling students.

Select a **Year** and a **School** from the **Selection Toolbar**.

NOTE: **Calendar** information is the first item that needs to be set up in order for the rest of the Infinite Campus system to work. The **Calendar** links students to schools, and schools link students to *Grade Levels*, *Demographic Information* and *Program Participation*.
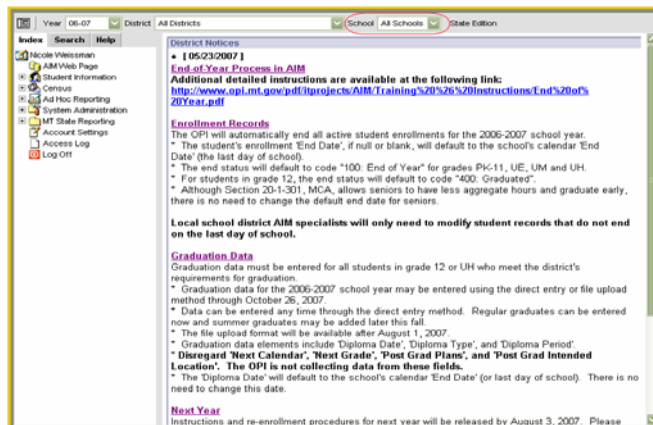
From the **Index**, expand the **System Administration** outline by clicking on the plus (+).

Open the **Calendar** folder by clicking on the plus (+) sign.
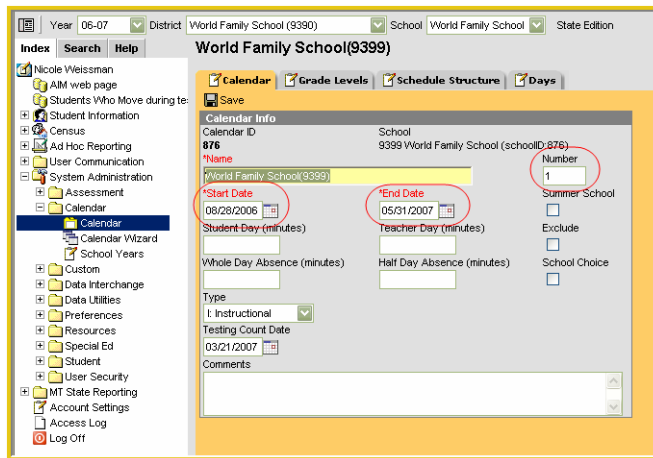
Select the *Calendar* option.
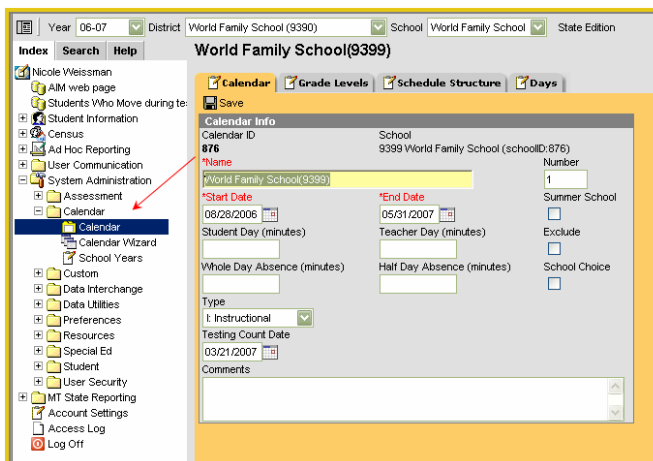
Enter a *Start Date* and an *End Date* for the school.

Enter a *Calendar Number*.

NOTE: A district can have the same *Calendar Number* (e.g. 1) for each school. If an individual school has more than one **Calendar**, each **Calendar** in that school must have a different number (e.g. 1 and 2).

Click Save.

Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov

Configuring Calendars	

Verify the **Grade Levels** available for each school.

If your school offers instruction in grade levels not listed (such as Pre-K or a grade 6-8 middle school), please contact a member of the OPI AIM Staff for further instruction.
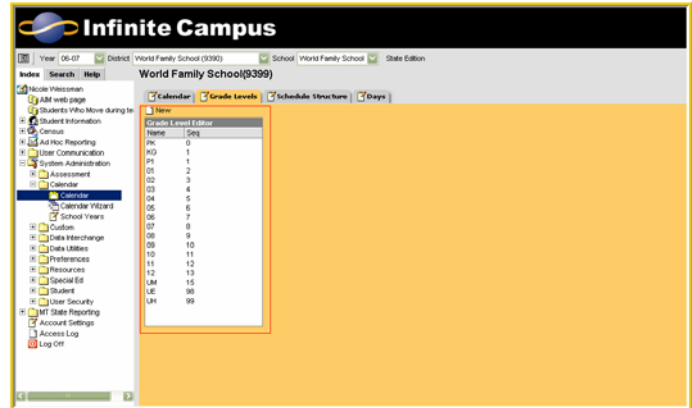
Repeat these steps for each school in your district.

*NOTE: A school may have more than one **Calendar** for each school. Having separate **Calendars** may be useful for distinguishing between two sets of students or schedules (i.e.: half-day kindergarten students or attendance centers). Call the OPI AIM Staff to configure multiple **Calendars**.

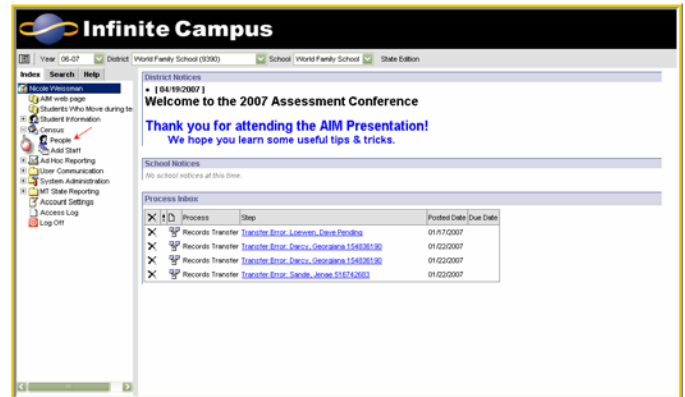|	
EDITING STUDENT INFORMATION	

From the **Index**, expand the **Census** outline by clicking on the plus (+) sign.

Select the *People* option.

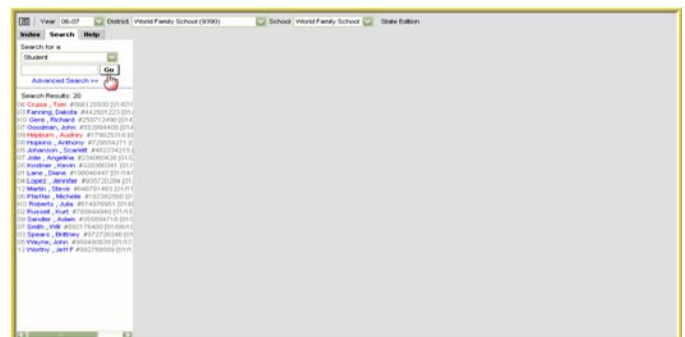The *Census Search* screen will appear.

Select **Student** from the *Search for a:* box.

Type the name of a student (for a specific search) or type a percent (%) symbol (for a wildcard search), and click **GO**.

Select the name of the student.

See Quick Reference Guide: Search Options

EDITING DEMOGRAPHIC INFORMATION

Select the **Demographics** tab.

Last Name, *First Name*, *Middle Name*, *Suffix*, *Gender*, *Birthdate*, *Race Ethnicity*, *Nickname* and *Local Student ID* (Student Number) can be edited from this screen.

Click **Save** to keep changes.

*Note: Edits should only be made to *Last Name*, *First Name* for misspellings. Changes to legal last name should be made on the **Identities** tab.

See Quick Reference Guide: Student Identities

EDITING STUDENT INFORMATION

EDITING ENROLLMENT INFORMATION

Select the **Enrollments** tab.

Highlight enrollment record to be edited and click once.

Fields that can be edited are *Grade Level*, *Start Date*, *Start Status*, *End Date*, *End Status*, *Dropout Reason* and *Service Type*. *Start Comments* and *End Comments* may be added.

*NOTE: If a student changes *Grade Level* or *Service Type* a new enrollment record will need to be created for that student.

EDITING PROGRAM INFORMATION

Click the plus (+) sign next to **Graduation**, **State Reporting Fields** or **Special Education Fields**.

Enter any changes to **Graduation**, **Program Participation, CTE Concentrator**, **Attendance** or **Special Education** information.

Click **Save** to keep changes.

VERIFYING STUDENT DATA	

STUDENT INFORMATION REPORTS

From the **Index**, expand the **Student Information** folder by clicking the plus (+) sign next to the folder.

Select the **Reports** option.

Select a report by clicking on the name of the report.

Enter the appropriate filers and click **Generate Report**.

The **Report** will open in a new window.

Ad Hoc Reporting

From the **Index**, expand the **Ad Hoc Reporting** folder by clicking the plus (+) sign next to the folder.

Select the **Data Export** option.

Expand the **School Users** tab, and select the desired report.

Select the *Format Type* for the report, and click **Export**.

The report will open in a new window.

AIM OVERVIEW

VERIFYING STUDENT DATA

DATA EXTRACT

From the **Index**, expand the **MT State Reporting** folder by clicking on the plus (+) sign next to the folder.

Select *MT Extracts*.

Choose an *Extract Type* and *Format*.

Select the *Calendar(s).*

The extract will open in a new window.